

**APPLICATION FOR ASSISTANCE
Ambassador's Special Self-Help Fund**

1. NAME OF ORGANIZATION: _____

2. PROJECT TITLE: _____

3. LOCATION: _____ **DISTRICT** _____

5. PROJECT COORDINATOR:

Name (Print): _____

Address: _____

Project Email (required) _____

Telephone: _____

5. PROJECT COMMITTEE:

a) Name _____ Title _____ Phone _____

b) Name _____ Title _____ Phone _____

c) Name _____ Title _____ Phone _____

d) Name _____ Title _____ Phone _____

6. Number of Direct beneficiaries: -----People with -----Women & -----Men

7. FINANCIAL STATEMENT:

a) Amount Requested from Embassy Le _____

b) Community Contribution Le _____

c) Other Sources Le _____

d) Total Budget Le _____

e) Banking Institution _____

8. ATTACHMENTS (CHECK IF INCLUDED):

_____ a) Project Proposal

_____ b) Map to Project Site

_____ c) Detailed Budget

_____ d) Plan of the construction (required for all construction projects)

STATEMENT OF SUPPORT

We the undersigned hereby declare that all information herein contained is true and accurate to the best of our knowledge. We are in full agreement with the contents of this application and wholeheartedly support the proposed project for our community. We acknowledge that the Embassy can choose not to fund proposals, and that the costs of putting together an application and all activities that occur prior to the grant period are not reimbursable.

Project Coordinator: _____ Date: _____

Village Chief/Headman: _____ Date: _____

Paramount Chief: _____ Date: _____

Chairman of City Council: _____ Date: _____

You have the opportunity to double your chances to get selected! Providing the following information could qualify your community /organization to get funded through the ADF if you failed the ASSHF.

(1) Grantee Name or Name of Organization:

(2) Grant Currency and Amount: _____
(LEAVE BLANK! Reserve for the selection committee to be filled)

(3) USD Total: _____
(LEAVE BLANK! Reserve for the selection committee to be filled)

(4) Project Physical Address:

(5) Grantee Mailing Address:

(6) Grant Signatory *(Name, Positions Titles, and Salutation/Form of Address i.e. Mr., Mrs., El Hajj, etc.):*

(7) Total Number of Direct Beneficiaries *(should equal the total number indicated below in the Grant Classification box under Direct Beneficiaries):*

(8) Community Contribution:

(9) Budget Line Items:

(10) Grant Classification:

Please check the boxes that best fit the project.

Marginalized Population (at least 50% of beneficiaries, check up to three)					
<input type="checkbox"/> Women	<input type="checkbox"/> Physical Disability	<input type="checkbox"/> Youth (under 30 years of age)	<input type="checkbox"/> Remote Location	<input type="checkbox"/> Conflict Area	<input type="checkbox"/> Ethnic, Religious, Political
Direct Beneficiaries					
Number of Full-Time Employees	Male		Female		Total
Number of Part-Time Employees	Male		Female		Total
Number of Members, Farmers, and /or Suppliers of Raw Materials	Male		Female		Total

**EMBASSY OF THE UNITED STATES OF AMERICA, FREETOWN
AMBASSADOR'S SPECIAL SELF-HELP FUND**

INFORMATION SHEET

United State Department of State provides resources for the Ambassador's Self-Help Fund in Sierra Leone. The Special Self-Help Fund (ASSH) seeks to promote community action. To assure that the self-help activities approved for funding by the Ambassador's Self-Help Fund achieve their maximum benefits and goals, a Self-help Committee considers the following criteria when reviewing an application for approval.

SPECIAL SELF-HELP CRITERIA:

1. The project should aim at improving the basic economic and/or social conditions of the local community and benefit as many people as possible. A business plan showing growth and sustainability of the project in one year, two years, three years etc...is required.
2. Projects should address clearly identified community needs. The specific activity of the project should be clearly described, including a design/sketch of proposed constructions.
3. The project must be completed within one year of funding.
4. The community must also make a significant contribution to the project in the form of funds, land, an existing storage facility, materials and/or labor.
5. A committee consisting of key community members should be formed to oversee and supervise the project.
6. The committee should appoint a Project Coordinator who should be resident in the community and not related to other project committee members. The Project Coordinator will be responsible for the planning, implementation of the day-to-day operations of the project, and serve as the primary liaison with the American Embassy. The Project Coordinator should be responsible for the distribution and accounting of funds.
7. A separate and dedicated project account should be maintained in a certified banking institution.
8. Maximum funding for this grant is the Leone equivalent of \$25,000. Applicants are encouraged not to request more than \$10,000. *Please note:* Most projects receive between \$3,000 and \$10,000.
9. Applications can be submitted now. July 15, 2015 is deadline for submission of proposals for this announcement (any proposals received after this date will be considered the next year). Applications will be reviewed by the SSH committee and notifications of awards will be made the following year, likely in July or later.

Please note: Deadlines and timelines often change from year to year. Please contact us for the latest information.

APPLICATION PROCEDURE

Applications for Special Self-Help Funds should include the following:

1. **Title page:** Please complete the form above with identifying information and statement of support.
2. **Statement of Problem:** Specify the nature and extent of the community problem to be addressed by the project. Include a description of past attempts to deal with the problem.
3. **Proposed Project:** Describe the activity or project including the following:
 - (a) Project site and location (include map). This is very important for preapproval and monitoring site visits.
 - (b) Specify activities and tasks to be accomplished.
 - (c) Timetable for implementation and completion
 - (d) Plans for the continuation of the project after ASSH funds expire (i.e. in following years).
 - (e) Description of how accountability will be shown (posting of financial statements, committee meetings, etc.).
4. **Impact of Statement:** Describe the expected impact of the proposed project for the community. Indicate exact number of direct and indirect beneficiaries by gender and how they will benefit from the project. Tell us the anticipated annual income, or other criteria to be used in evaluating the success of the project.
5. **Staffing Pattern:** Specify the number of people and level of expertise needed to complete the project. Also, identify any technical consultants and/or contractors to be retained.
6. **Budget:**

Detailed, itemized budget, listing all materials to be purchased with ASSH funds, including the quantity required.
7. **Community contribution:** List and estimate in Leones all contribution from the community including financial, materials, labor, land, space etc. This amount must be equal to 25% of the total cost of the project.

RESTRICTIONS ON THE USE OF SSH FUNDS:

1. ASSH funds cannot be commingled with funds from other donors, international organization or other U.S. government programs.
2. ASSH funds are not to be used for refugees or displaced persons. There are specific U.S. bilateral or multilateral assistance programs designed to address their needs.
3. ASSH funds may not be used for religious, military, law enforcement related activities.
4. ASSH funds may not be used to buy used equipment, luxury goods, gambling equipment, or toxic materials (or otherwise unsafe or environmentally unfriendly materials such as pesticides, fungicides, and herbicides).
5. ASSH funds usually do not cover salaries or supervision costs. Contingency estimates also do not qualify.
6. Except in some special circumstances, SSH funds may not be used to purchase vehicles or generators.

Please note: Grantees will be notified if certain items listed on a proposed budget are ineligible for funding. You may, of course, contact us with any questions.

GRANT SIGNING:

Once a project has been approved, a revised application may be requested by the embassy. This budget should be returned as soon as possible to the embassy's Special Projects Coordinator with the most current prices quotes. Pro forma invoices (price quotes) from different vendors should be included. After all the information has been submitted, the Embassy will prepare an Individual Activity Agreement (IAA). The IAA is the obligating document between the U.S. Government and project personnel. The IAA must be signed by the Ambassador and, on behalf of the community to whom the grant is being awarded, the Project Coordinator identified in the proposal.

REQUEST FOR ADVANCE OF FUNDS:

The Grantee will request a cash advance for no more than half of the approved grant award. This cash will arrive in approximately 4-8 weeks in the form a U.S. Treasury Check drafted to the Project Organization. It is not possible to reimburse the project for materials purchased in advance of approval of project. Paid and stamped receipts must be forwarded to the Special Projects Office as soon as goods have been received. Receipts should list materials purchased, including quantity and price, method of payment (include number of check if appropriate), and the buyer (Project Organization). The remainder of the grant will be disbursed after receipt of paid receipts and/or documentation of work progress.

PROJECT REPORTS:

The Grantee will submit midterm and end-of-project reports. They will include: a description of work completed; a budget review; and copies of bank account statements. Photographs or documentation of work done is encouraged. Annual Impact Statements are required for two years after the project's completion. Grantees should contact the embassy by phone or otherwise at least once a month, and whenever problems or questions arise. Embassy representatives will also conduct periodic site visits to evaluate progress.

PUBLICITY CAMPAIGN:

It is expected that publicity will be given to the Ambassador's Special Self-Help program, including press and radio releases, photographs, and plaques at project sites to acknowledge the shared efforts of the Sierra Leonean and American people.

CONTACT INFORMATION:

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